

NOTICE OF MEETING

LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, MARCH 10, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Meeting of March 3, 2010
 - b. Suspension Hearing 17-S-89 Minutes of February 17 & 24, 2010
2. **REQUEST TO RESCIND LETTER OF RESIGNATION – Geraldine Flores**
 - a. Communication from Geraldine Flores, Customer Service Representative
 - b. Staff report prepared by Sal Ambriz, Personnel Analyst
3. **REQUEST TO AMEND FISCAL YEAR 2010 BUDGET ADJUSTMENT**
Staff report prepared by Mario R. Beas, Executive Director
4. **EXAMINATION RESULTS - Fleet Services Supervisor**
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Civil Engineer (3/25/09)
Library Clerk
Microbiologist
Parking Control Checker
6. **RESIGNATIONS**
Rodney Donahue/Police Officer/Police (8 yrs., 3 mos.)
Geraldine Flores/Customer Service Representative III/Financial Management (8 yrs., 1 mo.)
7. **MANAGERS' REPORT**
8. **NEW BUSINESS**
9. **COMMENTS FROM PUBLIC –** The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. – SUSPENSION HEARING 21-S-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
MARCH 3, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, March 3, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Carolyn Smith Watts

MEMBERS EXCUSED: Jeanne Karatsu, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the minutes of the regular meeting of February 24, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

REQUEST FOR TEMPORARY REASSIGNMENT FOR REHABILITATION AND TRANSFER: **ADAM MEIROVITZ/SPECIAL SERVICES OFFICER/PUBLIC WORKS TO CLERK TYPIST/POLICE**

The Secretary presented a communication from Debbie Mills, Acting Director of Human Resources, requesting Commission authorization to temporarily reassign Adam Meirovitz, Special Services Officer, Public Works, for rehabilitation, and transfer to the Police Department, to the classification of Clerk Typist. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the request for rehabilitation for training and transfer be approved, pursuant to Sections 63(5) and (64) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote

**REQUEST TO RETURN TO
FORMER CLASSIFICATION:**

**DANIELLE VIGIL/CUSTOMER SERVICES SUPERVISOR
TO CUSTOMER SERVICE REPRESENTATIVE**

The Secretary presented communications from Lori Ann Farrell, Director of Financial Management, and Danielle Vigil, Customer Services Supervisor, Financial Management, requesting Commission authorization to return Danielle Vigil to her former classification of Customer Service Representative. In addition, the Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the request to return Danielle Vigil to her former classification pursuant to Section 67(1) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Business Systems Specialist – 63 Applied, 35 Qualified
Department Librarian – 6 Applied, 3 Qualified
General Librarian – 22 Applied, 16 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Carpenter
Engineering Aide

RETIREMENT:

**JUDITH HESS/PUBLIC HEALTH NURSE
SUPERVISOR/HEALTH**

It was moved by Commissioner Smith Watts, seconded by Commissioner Saafir and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

RESIGNATIONS:

It was moved by Commissioner Saafir, seconded by Commissioner Smith Watts and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Victor Martinez/Animal Control Officer I/Health
Gwendolyne Castro/Assistant Administrative Analyst/Harbor
Jamie Hendricks/Public Safety Dispatcher I/Fire
Nicole Avalos/Clerk Typist III/Police
Moniek Pointer/Public Health Professional II/Health
John Hill/Park Ranger I/Parks

TRANSFERS:

The Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer, regarding the following transfers between departments. After discussion, it was moved by Commissioner Saafir seconded by Commissioner Smith Watts and carried that the following transfers between departments be approved. The motion carried by a unanimous roll call vote.

Sandra Aguilar/Assistant Administrative Analyst I/Harbor to
Assistant Administrative Analyst II/Public Works
Crystal Slaten/Administrative Analyst III/Community
Development to Administrative Analyst III/Police

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, informed the Commission that she would be conducting a Rules and Regulations training for the Leadership Academy on Thursday at the Miller Center.

Melinda George, Deputy Director, informed the Commission that the examination process for Police Sergeant and Fire Captain is going well. She commended staff for the excellent job they are doing. She also stated that the written exercise for the Police Sergeant examination would be conducted next week.

**UPDATE ON PUBLIC SAFETY
STAFFING REQUEST FOR
BUDGET ADJUSTMENT:**

The Secretary provided the Commission with an update on the request for addition funding to conduct the Fire Recruit and Battalion Chief examinations. He stated that he attended the City Council meeting on Tuesday, at which time the Council discussed the Firefighter Lateral Academy and Fire Recruit Academy, but no consideration could be given to the Fire Recruit examination because it was not on the City Council agenda. He did state that City Council would discuss the funding for Fire Recruit and Police Officer Lateral at their March 23, 2010 meeting.

ADJOURNMENT:

There being no further business before the Commission,
President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh

March 4, 2010

To The Honorable Civil Service Commissioner;

I am writing to let you know I would like to appeal the decision of Lori Ann Farrell to refuse the retraction of my letter of resignation given to her on March 2, 2010.

Thank you,



Geraldine Flores

CSR III

Cell 562-225-1484

Graffe1268@aol.com

RECEIVED

2010 MAR -4 PM 3:09

CIVIL SERVICE DEPT.

1 **DATE:** March 10, 2010
2 **TO:** Civil Service Commission
3 **FROM:** Sal Ambriz, Personnel Analyst
4 **SUBJECT: REQUEST TO RESCIND RESIGNATION – GERALDINE FLORES,**
5 **CUSTOMER SERVICE REPRESENTATIVE**

6 Correspondence has been received from Ms. Geraldine Flores, Customer Service
7 Representative, requesting the Civil Service Commission rescind her resignation of
8 employment with the City.

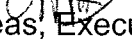
9 Ms. Flores was selected from the Customer Service Representative eligible list on
10 November 12, 2001 and subsequently passed probation on May 23, 2002. She
11 submitted a resignation letter from her Customer Service Representative position on
12 February 23, 2010 because she was going to relocate. Her last day of employment
13 was scheduled to be March 4, 2010. The Financial Management Department accepted
14 her resignation. On March 2, 2010, Ms. Flores requested Financial Management
15 rescind her resignation. Also on March 2, 2010, the Financial Management Department
16 informed Ms. Flores that her request was denied and has proceeded with her
17 resignation, as originally requested.

18 Staff has reviewed Ms. Flores' request and confirmed with the City Attorney's Office that
19 the Civil Service Commission does not have the authority to rescind Ms. Flores'
20 resignation. The Commission's authority, as per Section 101 of the Civil Service Rules
21 and Regulations, is the filing of resignations and not the approval or disapproval of a
22 resignation. Therefore, staff recommends the Commission receive and file Ms. Flores'
23 correspondence and refer Ms. Flores to the Financial Management Department and/or
24 City Manager's Office for any further consideration of this matter.

25 SA SR 3.10.10

1 **DATE:** March 10, 2010

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas,  Executive Director

4 **SUBJECT: REQUEST TO AMEND PUBLIC SAFETY EXAMINATION FUNDING**
5 **AND STAFFING**

6
7 At a forecasting meeting on December 8, 2009, the Fire Department informed Civil
8 Service Department staff that a Fire Recruit Training Academy was planned for January
9 2011, which necessitates an examination and the establishment of a Fire Recruit
10 eligible list by May 2010. Additionally, staff was informed that the Battalion Chief
11 eligible list would be depleted and new examination would be required.

12
13 On January 13, 2010, the Commission approved staff's request to the City Council for a
14 1st quarter budget adjustment to conduct the Fire Recruit and Battalion Chief
15 examinations. On January 26, 2010, staff went before the Budget Oversight
16 Committee to request funding for the examinations and staffing. At that time, the
17 Budget Oversight Committee asked for additional detail concerning the examination
18 process and costs.

19
20 On February 8, 2010, the Public Safety Committee directed the Fire Department to
21 conduct a Firefighter Lateral Training Academy. Subsequent to this request, the
22 Financial Management Budget Office asked Civil Service Department staff to provide a
23 cost estimate for conducting Firefighter Lateral and Police Officer Lateral recruitment
24 and testing.
25

Below are the costs that have been submitted to the Budget Office, Mayor Foster and members of City Council:

Fire Recruit Examination	\$84,000.00
Battalion Chief Examination	3,250.00
Firefighter Lateral Examination	10,000.00
Police Officer Lateral Examination	10,000.00
Personnel Analyst Position (March through September)	<u>56,583.00</u>
Net Appropriation Change	+\$163,833.00

Today, staff is requesting approval from the Commission to amend its original request for funds to include the Firefighter Lateral and Police Office Lateral examinations at a cost of \$10,000 for each examination. In addition, because our January 2010 request has been delayed, we have reduced the amount of funds needed for the Personnel Analyst position. The request is now for \$56,583 for seven months of work (Attached).

The City Council will be considering different public safety staffing options. As a result, we may not be asked to conduct all four examinations. However, we hope that the City Council will approve our request for funds to match the staffing options it selects.

Staff is available to answer any questions.

**CIVIL SERVICE DEPARTMENT
COSTS FOR PUBLIC SAFETY EXAMINATIONS AND STAFFING
FISCAL YEAR 2010**

**FIRE RECRUIT NON-PERSONNEL OUTREACH RECRUITMENT
AND EXAMINATION COSTS**

1. Graphics for Recruitment Brochures	1,500
2. Printing of Recruitment Brochures	3,000
3. Printed and Electronic Advertising	5,000
4. Community Outreach – Recruitment Events and Job Fairs	2,000
5. Reprographics for other Marketing Materials	2,500
6. Projection, Screens and Examination Consultant Costs	30,000
7. Long Beach Convention Center Rental	29,000
8. Printing of Examinations and Answer Sheets	5,000
9. Business Meals	1,000
10. Reprographics for other Examination Materials	5,000
Total	\$84,000

BATTALION CHIEF NON-PERSONNEL EXAMINATION COSTS

1. Examination Components (e.g., role player, in-basket, maps, photographs)	750
2. Travel and Lodging for Outside Examination Raters (as needed)	1,500
3. Business Meals for Examination Raters	1,000
Total	\$3,250

**FIREFIGHTER LATERAL NON-PERSONNEL OUTREACH
RECRUITMENT AND EXAMINATION COSTS**

1. Printed and Electronic Advertising	5,000
2. Reprographics for Marketing Materials	2,000
3. Postage	1,500
4. Application Processing	1,500
Total	\$10,000

**POLICE OFFICER LATERAL NON-PERSONNEL OUTREACH
RECRUITMENT AND EXAMINATION COSTS**

1. Printed and Electronic Advertising	5,000
2. Reprographics for Marketing Materials	2,000
3. Postage	1,500
4. Application Processing	1,500
Total	\$10,000

FUNDING FOR PERSONNEL ANALYST POSITION

"Defunded" Personnel Analyst Position	97,000
Total (March through September)	\$56,583

GRAND TOTAL \$163,833